

## Activity Overview:

Using tables in a document is an easy way to present data in an organized format. Tables contain columns and rows that are displayed as cells (similar to a spreadsheet) in a document. Tables can be customized to look just about any way you want. You can insert or delete rows and columns, merge cells, change borders, fill cells with different colours, and much more.

## New Skills Reinforced:

In this activity, you will practice how to:

1. Insert and format a table.
2. Adjust row height.
3. Change table borders
4. Insert and format WordArt

## Instructions:

1. Create a NEW document in Word.
2. Save the document as OCEAN DATA in your IT9 folder.
3. Insert a WORD ART title. Select the 5<sup>th</sup> choice in the 2<sup>nd</sup> row. Type the text:  
OCEAN DEPTH [press ENTER]  
By: [Type your first and last name]  
Change the font style to Snap ITC. Do NOT change the font size.
4. Format the Word Art title to add whatever fill colour, shape outline (style/colour), and shadow effect you think looks best.
5. Horizontally center the Word Art title.
6. Double click below the Word Art title, leaving a blank line or two before you begin your table.
7. Create the table shown below and enter the information. You need to determine the number of columns and rows using the table below as a guide.

Name	Square Kilometers	Average Depth (in metres)
Arctic Ocean	13 990 000	1205
Atlantic Ocean	106 400 000	3926
Indian Ocean	73 560 000	3963
Pacific Ocean	165 250 000	4028

8. Centre the column headings and bold them.
9. Right align all the cells (boxes) that contain numbers only.
10. Leave a blank row below the headings.
11. Shade the first and third rows that contain information in the body of the table. Use white, background 1, darker 25%.
12. Select the table and change the row height of the entire table to 0.7 inches.
13. Change the table font to showcard gothic and the size to 16 point.
14. Submit the document to Mrs. Cousar by email with the subject line: Ocean Data ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)